PROGRAM GUIDELINE

FY 2004 Partnership Program

michigan council for arts and cultural affairs

Introduction

The State of Michigan Council for Arts and Cultural Affairs (MCACA), a bureau of the Michigan Department of History, Arts and Libraries, serves to encourage, develop and facilitate an enriched environment of artistic, creative cultural activity in Michigan. Through a comprehensive program of services and matching grants, MCACA:

- ➢ Demonstrates the importance of arts and cultural in daily living
- ➢ Provides broad public access to arts and cultural activities
- ➢ Strengthens arts education
- ➢ Supports those who create, present or produce quality arts and cultural projects
- ➢ Encourages innovation
- ➢ Celebrates diversity
- ➢ Facilitates delivery of arts and cultural resources statewide
- ➢ Enhances the state's quality of life

Other MCACA Programs

Anchor Organizations

Artists in Residence

Arts Organization Development

Arts and Learning

Arts Projects

BIG Culture Lesson

Capital Improvements Projects

Cultural Projects

Local Arts Agencies & Services

Rural Arts and Culture Projects

Regional Regranting

Rural Arts and Culture

This booklet contains requisite information, and forms to help qualified organizations apply for funding in the *Partnership Program*. Funding through this program supports, in part, arts and cultural activities which will take place between October 1, 2003 and September 30, 2004.

The Partnership Program provides quality arts and cultural programs, funding, and services statewide. Through partnerships, which combine resources of the State and those of an assortment of local, state and regional nonprofit organizations, the Council increases its ability to reach the state's 83 counties and fulfill its mission. There are two types of partnerships; those that provide services to the state's citizens, communities and other non-profit organizations, and those that regrant funding for specific Council programs.

Effective program and service delivery, on a statewide basis, requires comprehensive expertise, experience, resources, and highly developed communication networks capable of reaching into all segments of Michigan's urban, suburban and rural communities. Council grant recipients produce and present art and cultural activities; partners enrich them and the environment in which production and presentation occur.

FY 2004 is an extension of the cycle to a 4th year with Council Committee review.

Year 1. .... FY 2005 Comprehensive multi-year (3 years) grant application submission, peer panel application review and applicant interview, grant award determination, entrance into the three year cycle.

Year 2 .... FY 2006 Summary grant application submission, peer panel application review and grant award determination and interim/final report submission.

Year 3 .... FY 2007 Summary grant application submission, Council Executive Committee review and grant award determination and interim/final report submission.

Funding in the program is not guaranteed.

If you have any questions or require more information, contact Carol Culham at (517) 241-3965.

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The information contained in this booklet pertains to the Partnership Program. If you have questions about other Council programs please contact Council staff at (517) 241-4011.

Partnership Program *at a Glance*

√ Each partnership category has specific objectives, you must choose a category on the application

To be Eligible...

√ Applicants must be incorporated Michigan, tax exempt, organizations

√ Applicants with unmet obligations on prior grants
i.e., late/incomplete reports *may not* apply
(Please contact MCACA staff if you are concerned about a prior grant)

√ Applicants must have been accepted into the program by the Council in FY 2003

Funding Basics...

√ Request amounts may not exceed 1/2 of the project's total cost

√ Funded projects must be completed
within the grant period of, 10/1/2003 - 9/30/2004

√ Applicants may apply to more than one Council program. However, the Council reserves
the right to limit the number of grant awards to any one applicant

√ Only one application may be submitted for the
same project or activity in a fiscal year

Deadline...

√ Applications must be received in MCACA offices by June 1, 2003 at 3:00 p.m.

√ Metered mail IS NOT acceptable

√ An application fee must be included with the application

Send your completed application to:

MCACA
Partnership Program
P.O. Box 30706
Lansing, MI   48909-8206

Program Description

The Program

- < Promotes excellence in programming and service delivery,
- < Encourages collaborations and partnerships to meet State and industry needs,
- < Encourages greater public participation in arts and cultural activities,
- < Provides funding, programs and services on a statewide basis,
- < Uses arts and culture as resources for community problem solving.

Funded Organizations

In partnership with the Michigan Council for Arts and Cultural Affairs, funded organizations administer, provide services and/or regrant funding, and:

- < Provide effective, efficient management of programs and services,
- < Develop program planning, implementation and evaluation strategies,
- < Involve the public in development of programs and services,
- < Leverage grant funds,
- < Provide culturally diverse programming,
- < Enhance partnership programs and services through organization and other resources,
- < Provide quality programs and services statewide,
- < Provide outreach programming and services to under-served communities and areas of the state,
- < Work with others to maximize the use of available resources and reduce programming and services duplication,
- < Adhere to appropriate Departmental and Council policies, procedures and legislation in delivering partnership programs and services.

Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria)
Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded.

Eligible Organizations :

- < have been reviewed by panel and approved into the Partnership program in FY 2002 by the Council. The exception to this would be for a special project initiative or pilot development during the three year cycle.
- < have a professionally directed organization with full-time paid professional staff,
- < demonstrate a history of efficient and effective statewide programming and /or services delivery,
- < demonstrate broad-based community support and implementation of successful collaboration and/or partnership initiatives,
- < demonstrate leadership capacity,
- < demonstrate ability to successfully leverage MCACA grant funds,
- < serve broad and diverse public participants or audiences.

Program Description

Funding

Partner organizations are expected to deliver programs and services on behalf of the Council. Funding in the Partnership Program supports project and program administration, service, development, implementation and regranting costs. Where appropriate, to ensure quality partnerships, the Council may select one or more organizations as grant recipients within a single Partnership Program category. The Council may limit the number of grant awards to a single organization within a fiscal year.

This program is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts and preserve our cultural heritage. It is the Council's expectation that projects funded through the Partnership Program will:

⊠ Enhance education, cultural tourism and/or community revitalization on a state wide basis

⊠ Leverage state resources to enhance program impact

⊠ Promote the development of business skills and management capabilities of community cultural organizations

⊠ Reach new audiences; spur local economies; increase audience access, diversity, and participation

⊠ Foster collaborations and partnerships between cultural organizations, local governments, business and community leaders

Funding Restrictions

Funding may not be used for:

< costs incurred prior to October 1, 2003 (e.g., application preparation, planning, travel, consultant costs, training, and etc.),

< fund raising activities,

< existing deficits,

< allocations to endowment funds, capital improvements (new construction, significant renovation and restoration), or costly permanent equipment,

< publications, records, or films of a commercial nature,

< activities supported through other Council programs,

< purchase awards, cash prizes, contributions or donations,

< cost of social activities, ceremonies and entertainment,

< licensing fees, fines, contingencies, penalties, interest, or litigation costs,

< internal college and university programs and services,

< academic credit generating activities,

< operating costs not directly associated with the grant activity,

< foreign travel,

< any percentage charged to handle grant funds

Program Description

Funding - "Uses"

Funding may be used for...

$ Salaries, wages, honoraria, artist fees

$ Supplies, materials, catalog, posters, packaging, distribution and other marketing expenses

$ Internships, residencies, commissions

$ Video, film development

$ Planning, design, documentation, evaluation

$ Costs related to preparation and research of original manuscripts and limited edition publications by nonprofit organizations or individuals holding copyright

$ Lectures, symposia, panels, public discussions

$ Exhibits, readings, series, performances, first person interpretation, classes, seminars, in-service activities, workshops

$ Regranting

Funding - "Match"

All Council programs require that the applicant supply a level of "matching funds" or funds available to them through other sources. For the Partnership Program, a 1:1 cash and/or in-kind match is required.

The grant request may not exceed one-half of a project's total cost.

Other State Funds may not be used as matching funds

Applicants may not use the same matching funds in more than one project

Program Description

Waiver Requests

Organizations which seek a waiver of any portion of the program guidelines, must do so in writing by **May 16, 2003.** Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Requests for waiver will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the deadline. Applications submitted, pending action by the Executive and Budget Committee on a waiver request, will be processed pending that action. If the waiver is not provided, application review will be terminated.

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of it's funding programs. Funded organizations/schools agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools AND the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

Reporting

Partnership Program grant recipients must submit final reports of grant activities. Final reports must be submitted within 30 days after the end of the grant period. Recipients of over $100,000 must also submit an interim report. Report information shall include accomplishments and outcomes, attendance/participation, revenues and expenditures, and numbers of employees and new hires. Biannual performance reporting may also be required.

Application/Proposal Deadline

Completed application forms must be received in the Council office no later than June 1, 2003 at 3 p.m. Late or incomplete applications will not be considered.

Application/Proposal Public Information

The Partnership Program application form requests data and information about the applicant organization, proposed partnership activities, participants and budget. This information is requested in response to state and federal legislation, and Departmental and Council policies. The data and information will become public information at the conclusion of the application review and grant determination processes.

Review Criteria

Applications to the fiscal year 2004 Partnership Program will be reviewed and scored based upon the following criteria (100 points maximum):

Quality

15 points

Is the project/program achieving the Council's objectives?
Does the project, activities, and/or services demonstrate quality programming?
Are the project, activities, and/or services based on clearly articulated high artistic/cultural standards?
Will quality experiences be provided for audiences/participants?
Is the appropriate audience identified?
Does the project, activities, and/or services adhere to and further the mission/long range plan of the organization?
Do the staff and volunteers have the technical, artistic and administrative abilities and experience to conduct the partnership?
Are staff roles and responsibilities clearly defined and described?
Is the plan of work realistic and clearly outlined?

Program Implementation Plan

40 points

Is the plan of work comprehensive, realistic and clearly outlined.
Does the clarity, accuracy and completeness of plan and application indicate the applicant's ability to conduct this project?
Is the audience identified and with clear rationale for selection.
Are appropriate promotional methods being used to make the audience aware of participation opportunities?
Is the planning process inclusive and representative of the community?
Is there appropriate involvement by participants, potential audience members and others?
Is the budget reasonable, accurate and complete?
Are the project, activities, and/or services physically and economically accessible to all segments of the community?

Service Delivery Capability

25 points

Is there a broad base of support, such as financial donors and volunteers or in-kind contributors, which will enhance MCACA resources?
Is there evidence of cooperative relationships and collaborations with other organizations?
Does the organization have the communication networks and resources in place to conduct the partnership?
Is there evidence of synergy with other MCACA programs and partnerships?
What activities have already been accomplished and what accomplishments are expected?
Are the services being delivered statewide?

Assessment

20 points

Are there clear program/project goals?
What is the anticipated economic, artistic, cultural or educational, audience and participant impact?
Is there clear criteria to determine and measure the impact?
How will increased statewide access to arts and culture and/or their resources be determined?
Will resources be used to effectively encourage collaborations, partnerships and/or community problem solving? How will this be determined?
Have assessment measures been incorporated into the program plan?

Review & Evaluation

The review of grant applications is done on three levels: the Staff level, the Peer Panel Review Level, and the Council level.

Council Staff

➢ Assigns an application number and sends notification of application receipt (if you do not receive notification within three weeks of the application deadline date, contact Council staff).

➢ Assigns the application to an on-site reviewer or ad hoc review panel, which may include a primary and a secondary application reviewer responsible for in depth application evaluation

➢ Issues notification of scheduled ad hoc review committee meetings

➢ Convenes ad hoc review meetings

➢ Documents and verifies ad hoc review panel or on-site reviewer findings

➢ Prepares ad hoc review panel or reviewer recommendations for Council consideration

Ad Hoc Review Panels

All applications, including partnerships in the first year of the three year cycle, are reviewed and evaluated by arts, education, cultural, science and business professionals in Ad Hoc Advisory Review Panel meetings . Only materials submitted with the application by the deadline, will be considered by the panel.

The meetings are open to the public. Applicants may attend, but in most cases, cannot participate in committee discussions. Applicant attendance is encouraged, but is not mandatory.

The Ad Hoc Advisory Review panel will score applications based on the individual program criteria

The Council

The Michigan Council for Arts and Cultural Affairs is made up of 15 members who are appointed by the Governor. Final funding determinations are made by the Council. Council Committees review tentative funding recommendations, based on the scores and recommendations provided by the Ad Hoc Review Panels. The committees consider Council priorities and make recommendations to the Council.

The Council reviews funding recommendations, and approves the final funding plan. They base their decisions on recommendations of the Ad Hoc Review Panel, committee comments, equitable geographic distribution, duplication of services and availability of funds.

The Council also takes into consideration the mission, programs and services of the applicant in

the context of similar organizations serving the same geographic area or client base. When more than one organization requests funding for similar activities in the same area or region, the Council may elect to fund only one organization.

Normally, funding awards are determined by Council at its annual funding meeting. All review information is confidential prior to final determination by the Council. Legislators are notified of grants awarded in their districts.

The Governor formally announces Council grant awards. Notices of awards and contracting materials or funding denials are subsequently mailed to applicants.

Grantee Requirements

Grantees must confirm project / program implementation plans and if requested, a revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, "Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments." Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

OMB Circular A-133, "Audit of States, Local Governments and Nonprofit Organizations", includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is $300,000 in *yearly expenditures* of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts".

Grantees must assure the Council that professional performers are related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations", A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit interim or quarterly reports.

Grantee Requirements

Application Fee

Applicants are required to pay an application fee for each submitted application. The nonrefundable fee is $100 or one percent of the grant request, whichever is less. The check should:

- Be made out to the State of Michigan
- Be stapled to the cover page of the application form
- Be placed inside envelope # 1 "Originals"

Partnership Categories

Indicated below is a description of the fiscal year 2004 MCACA Partnership Program and those specific categories for which proposals are requested. Please refer to this information as you prepare your application and proposal narrative.

The Michigan Council for Arts and Cultural Affairs values its partners, and views partnership within a context of shared goals, strategies, resources and responsibilities. While partnerships serve the Council and the citizens of the state, it is the Council's hope that they will also substantially enhance partner organizations in the fulfillment of their missions.

Partners function on behalf of the Council. They deliver services and/or regrant funding on a state-wide basis.

Some partnerships may involve both regranting activities and services delivery. All MCACA Partners are required to....

- implement their Partnership Program categories consistent with the Department of History, Arts and Libraries and MCACA's policies and legislation,
- maintain adequate personnel to fulfill program requirements,
- promote and market the program,
- serve as the expert in their partnership category,
- work to enhance the partnership to meet the needs of partnership customers,
- bring their organization's resources to the program (staff, cash and/or inkind, information, clients, network, etc.),
- attend partnership meetings,
- participate in planning of the MCACA Annual Meeting,
- report activities implemented in the partnership to the Council,
- work in their partnership category with other non-profit organizations to generate projects and requests to other Council programs,
- collaborate with other partners to enhance services,
- pursue opportunities to enhance and strengthen the program,
- identify and reach new audiences and program participants,
- assist the Council in delivering services to disabled populations and in under-served communities and areas, and rural/remote areas of the state,
- collect relevant program data and information on program participants and activities,
- implement program monitoring, assessment and evaluation,
- maintain an active communications network with program participants,
- provide an annual program audit ,
- assist the Council in fulfilling its mission and goals through participation in annual meetings, focus groups, publications, workshops, special projects, etc.

In consultation with the Council, organizations serving as REGRANTING PARTNERS will....
- develop grant program guidelines, application forms and procedures,
- provide application preparation and other related technical assistance to the public,
- conduct grant application review using peer panel processes,
- determine grant awards,
- contract and pay grant recipients,
- report grant applicant and grant recipient data and information in a funding plan,
- interact with other regranting partners to ensure maximum distribution and use of available grant resources.

Note: The grant match for Regranting Partnerships may include anticipated sub-grantee activities.

Partnership Categories

In consultation with the Council, organizations serving as SERVICE PARTNERS will....

- develop services delivery work plans
- identify, select, train and compensate service providers (i.e., staff, consultants, volunteers),
- respond to requests for services and solicit program participants,
- produce related informational and educational materials,
- maintain active communication networks with services recipients,
- publish printed materials and/or computer online information,
- report services delivery data and information,
- interact with other service partners to ensure maximum distribution and use of available services.

ARTIST SERVICES

The Artists Services program supports Michigan creative artists in the development of new works or the completion of works-in-progress through the **Creative Artist Grants Program** which provides matching grants of up to $8,000.

Also, the program provides technical assistance and training to artists to enhance their abilities to successfully produce, market and distribute their work and participate in community service activities.

FY 2004 Partnership Objectives:

1. Administrative Services: administer the Creative Artists Program which includes providing technical assistance, guideline development and distribution, workshops, panel review, application and grant processing, data collection, reporting and related services. Foster opportunities for the participation of Creative Artist Grant recipients in community service projects.

2. Regranting: provide a program of matching grants to support the creation of new works and works in progress by professional Michigan artists.

3. Services: provide appropriate technical assistance and support services (e.g., artist development, arts marketing and presenting, etc.) to Michigan artists; maintain a samples of work bank (slide bank, online gallery); maintain an artist directory; produce related publications and resource materials; document the contributions of Michigan's creative artists, and provide other appropriate services to individual artists; support the professional development of artists; promote the work of professional Michigan artists; develop new markets for art produced in Michigan; develop new resources to support the work of Michigan's professional artists; encourage greater corporate support for the work of Michigan's professional artists; develop collaborative programming and services with other MCACA partners and programs.

Partnership Categories

ARTS/CULTURAL SERVICES

The arts/cultural services partner provides a comprehensive program of **Technical Assistance** to non profit organizations networked with MCACA.

The Council seeks to foster increased local arts and cultural development state-wide, strengthen arts and cultural organizations and providers, increase public use of available arts and cultural resources, and promote dialogue, collaborations and partnerships between community arts agencies, arts and cultural organizations, business, educational institutions, local communities, and others sectors.

Technical Assistance helps strengthen the management efficiency, business and cultural planning, programming capacity and communication among Council grant recipients and other arts and cultural services providers.

FY 2004 Partnership Objectives:

1. Administrative Services: administer a comprehensive technical assistance program for community arts agencies and the general public and other related services.

2. Services: Technical Assistance - provide state wide technical assistance program to MCACA grant recipients and other local arts agencies to help strengthen their fiscal controls, and management and programming capacities; provide related public workshops, seminars, publications and consultations; serve as a source of information and assistance regarding non-profit organization and program management and community cultural planning. Provide a data base directory of non-profit organizations and individuals interested in arts and cultural programming. Explore the use of technology resources to maintain communication and assistance in remote and under served areas of the state.

Partnership Categories

DESIGN

The Design partner encourages design excellence in architecture, landscape architecture, urban design, interior, graphic, and industrial design for public and private sector audiences, fosters design education, and promotes design innovation as a viable economic development strategy.

The partner also delivers targeted services throughout Michigan, to specially designated under served areas in the Upper and Lower Peninsulas to enhance design resources and opportunities.

FY 2004 Partnership Objectives:

1. Administrative Services: administer a comprehensive statewide program of design services.

2. Services: Create and implement design related curriculum and programs for K-12, higher and adult education; develop and implement a program for strategic delivery of design services to at least 6 selected communities to enhance revitalization efforts; develop collaborative programming and services with other MCACA partners and programs.

Partnership Categories

HUMANITIES

The Humanities partner plans and implements activities which promote and help expand the public's awareness and understanding of the relationship between the arts and humanities. Through this partnership, the Council also develops mechanisms which improve the coordination of the delivery and distribution of arts and humanities services to the public.

The Humanities Partner assists the development of appropriate systems and use of appropriate technology to help make arts and humanities information and materials publicly accessible and available. In addition, this Partner implements activities in the state's under-served areas and communities which utilizes qualified artists and culturalists to interpret and present Michigan and Great Lakes culture and heritage to the public.

This partnership offers significant opportunities to present the value and role of arts and humanities in everyday living, strengthen the state's cultural infrastructure, and maximize the use of products (e.g., films, exhibits, data, curricula, reports, etc.) from arts and humanities grant funded projects.

FY 2004 Partnership Objectives:

1. Administrative Services: administer the development and implementation of Partnership Program services, programs, and activities.

2. Services: provide opportunities for public dialogue between artists, arts and cultural organizations and humanities constituents; provide, in collaboration with Michigan Public Radio, reporting of significant arts and humanities activities to statewide audiences; enhance cultural tourism through Michigan's Great Outdoors Culture Tour, Arts and Humanities month and Michigan Week: develop with MCACA viable goals, objectives and strategies to ensure improved coordination of delivery and distribution of arts and cultural resources statewide; promote the relationship between the arts and humanities; seek additional funding to further the planning, development and implementation of partnership objectives.

Partnership Categories

RESEARCH

The Research partner conducts research on Michigan's arts and cultural industry, public and private sectors.

In response to Council identified goals, priorities and strategies, the partner conducts topical research, and targeted data and information collection, analysis, and presentation.

Research topics may range from the economic impact of the arts and culture, services capacity of arts and cultural organizations, to public participation in arts and cultural activities, and the benefits of arts education on student academic achievement.

Through this partnership, the Council assists the industry in forecasting trends and responding appropriately to challenges and opportunities. Moreover, the partnership provides an ongoing and objective assessment of the public's return on investment in arts and culture.

FY 2004 Partnership Objectives:

1. Administrative Services: administer annual research activities and related services delivery.

2. Services: provide qualitative and quantitative assessment of the impact of Council programs and grant recipients, and various segments of Michigan's arts and cultural industry; publish and disseminate research findings; serve as a source of industry data and information; promote and facilitate public discussion of research objectives, methodologies and findings; develop collaborative programing and services with other MCACA partners and programs.

Partnership Categories

TOURING

Michigan Arts and Cultural Touring Program promotes statewide touring of professional Michigan artists, and arts and cultural attractions. The program also assists communities and organizations successfully present the state's outstanding arts and cultural resources through grants, workshops and publications

The Michigan Arts and Cultural Touring Program produces and distributes the *Michigan Touring Arts Directory* and *Michigan's Sponsors of Arts and Cultural Programs Guide* publications, and administers the **Michigan Arts and Cultural Touring Grant Program**, matching grants of artists' fees and touring expenses, to local sponsors and presenters to support statewide touring

FY 2004 Partnership Objectives:

1. Administrative Services: administer the Michigan Arts and Cultural Touring Program which includes providing technical assistance, development and distribution of guidelines and other publications, workshops, adjudication, application and grant processing, data collection, reporting and related services.

2. Regranting: provide a program of matching grants to support statewide touring of juried professional artists and arts and cultural attractions with priority given to those schools identified as under-performing public schools. (See website http://www.michigan.gov/mde/0,1607,7-140--65928--,00.html)

3. Services: serve as a source of information and assistance regarding Michigan's professional touring artists; provide artist development and marketing assistance; establish a roster and showcase of qualified, professional Michigan touring artists and attractions; encourage presenter networking and collaborations, and linkages for roster touring attractions and other sectors.

Partnership Categories

TRADITIONAL ARTS

The **Michigan Traditional Arts Program** includes research, documentation, promotion, education, presenting, regranting, preservation, and training activities.

The program assists the Council in increasing public awareness of Michigan's many cultural traditions, supporting traditional artists and enhancing traditional arts resources.

FY 2004 Partnership Objectives:

1. Administrative Services: administer the Michigan Traditional Arts Program which includes the Heritage awards: providing technical assistance, guideline development and distribution, workshops, panel review, application and grant processing, data collection, reporting and related services.

2. Regranting: provide matching grants to support the apprenticeships with master artists.

3. Services: provide an annual showcase of Michigan folk and traditional arts, heritage awards, traditional arts apprentice program and select exhibitions and publications; provide delivery of strategic technical assistance to communities and interested groups to develop local folk and traditional arts activities and projects to enhance community education, revitalization and cultural tourism; provide anticipated, measurable outcomes for community service; develop collaborative programming and services with other MCACA partners and programs.

Partnership Categories - SPECIAL PROJECTS

Special Projects are Council priority driven. Funding will be based upon responses to the Request for Proposals (RFP), reviewer findings and recommendations, available funding resources, and Council determinations. Application and funding are on an annual basis (not the three year review process) and should not be considered a continuing partnership.

Please follow the Partnership Program guidelines when applying for a Special Project. If your organization is applying for a Partnership Program Component please apply on a separate application for the special project. A separate application fee is required for each special project.

MICHIGAN YOUTH ARTS FESTIVAL

The Michigan Youth Arts Festival supports Michigan communities by providing a venue for student artists to convene, connect and build communication networks with their peers. The Michigan Youth Arts Festival also serves Michigan education community by recognizing and celebrating top arts educators in our state.

FY 2004 Project Objectives:

1. Administrative Services: plan, promote and produce the Michigan Youth Arts Festival for high school students across the state.

2. Conduct the Michigan Youth Arts Festival, Provide students with performance, exhibit, master class, workshop and instructional rehearsal opportunities in visual art, creative writing, dance, film/video, instrumental music, vocal music and theatre. Network with statewide arts education associations to identify and adjudicate festival participants. Present performances to the public.

Partnership Categories – SPECIAL PROJECTS

FY 2004 Project Objectives:

1. Administrative Services: administer the Community/ Artist Residency Program which includes providing technical assistance, guideline and publication development and distribution, workshops, panel review, application and grant processing, data collection, reporting and related services. Foster opportunities for community participation; make the talents and skills of professional artists available in communities statewide as a resource for community problem solving; utilize professional artists as community mentors; and provide related services.

2. Regranting: provide a program of matching grants to support community/artist residencies.

COMMUNITY/ARTIST RESIDENCIES

The Community/Artist Residency Program supports Michigan communities by providing creative artist residencies/mentorships, through matching grants, as a resource for community problem solving, such as, in education, design, human services, economic development, at risk youth programming, etc.

Partnership Categories - SPECIAL PROJECTS

FY 2004 Project Objectives:

1. Administrative Services: administer the fiscal year 2004 Museum Services Program which includes providing technical assistance, and mentoring services for Michigan's small to mid-size museums. Provide professional development workshops and training for museum staff and volunteers, regional networking opportunities, and coordinate communication between Michigan museums through electronic and print media. Foster linkages between Michigan museums and K-12 education; the tourism industry and other cultural organizations and provide related services.

2. Services: Serve as an information clearinghouse about Michigan museums for the public, media, education and tourism industry.

Museum Services

The **Museum Services Program** supports Michigan museums, zoos, historical societies, planetariums, science, nature and art centers and other cultural institutions. The program provides training, field services and mentoring programs, coordinates networking and communication initiatives and promotes the cultural, educational and economic resources provided by the Michigan museum community.

The program assists the Council in increasing public awareness of Michigan's museums and cultural institutions and in enhancing the professional expertise of Michigan staff and volunteers in order to preserve, protect and interpret the state's cultural resources for public benefit.

Note: Other special projects may be initiated by the Council. Application for other special projects during the cycle is by invitation.

Contact Carol Culham at (517) 241-3965 for any additional information and assistance.

Application Instructions

Applications must be typed. Before preparing your application, read the guidelines. The Guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

The codes requested in the application may be found in the Codes/Definitions pages 30-41

Section 1
Cover Page

The cover page provides a receipt record for Council use, serves as notification to you of receipt of your application, and provides the summary of the project for Council members.

Project Summary
Provide a clear and concise project summary. Include timeline and # and types of activities. Use only the space provided. If the project is funded, this will be the basis for your grant contract language.

Separate applications must be completed for each grant request. The grant application may be duplicated.

Section 2
Applicant Information

Name, Address and Telephone Number
Enter the legal name, other commonly used name, official mailing address, telephone number and office hours of the organization. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official
Enter the name and title of the person who is authorized to sign official papers.
Note: This individual and the Project Director can not be one and the same.

Board Chairperson
Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

County Code
Refer to County Codes in this booklet (page 31). Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

Federal Identification Number
Enter the applicant organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Application Instructions

Status Code
Refer to Status Codes in this booklet (page 32). Enter the 2-digit code which indicates the applicant organization's legal status. If it is a nonprofit organization, add the letter which describes it.

Institution Code
Refer to Institution Codes in this booklet (pages 33-35). Enter a code to identify the applicant organization.

Legislators
Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office.

Applicant's Primary Discipline Code
Refer to Discipline Codes in this booklet (pages 35-37) and enter the code which best describes the applicant organization's primary area of work.

Grantee Race Code
Refer to the Grantee Race Code in this booklet (page 38). Enter the one code that best represents 50% or more, based on code description for applicant organization.

Section 3
Project Information

Project Director (contact person)
This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). Note: This individual and the Authorizing Official cannot be one and the same.

Activity/Project Title

Start date/end date
Enter the dates of your project. These dates must be within the grant period of October 1, 2002 through September 30, 2003.

Project's Primary Discipline Code
Refer to Discipline Codes in this booklet (pages 35-37) and enter the code which best describes the primary discipline of your project.

If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance. A training conference for performing arts presenter trustees should be coded 14 Multidisciplinary.

Application Instructions

Project Race/Ethnicity Code
Refer to the Project Race/Ethnicity Code in this booklet, (page 38). Enter a code to reflect grant activities.

Type of Activity Code
Refer to Activity Codes in this booklet (pages 37) and enter the code which best describes what you plan to do in your project.

Arts Education Code

Refer to the Arts Education description and Codes in this booklet (page 38). If your project fits the definition of arts education, select and enter the appropriate code.

Project Descriptors
Refer to project descriptors in this booklet (page 39) and select descriptor(s) that comprise a significant portion (50 percent or more) of the grant's resources activities.

Select and enter all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, enter "-1".

Project County Code(s)
Refer to the County Codes in this booklet (page 31) to describe the location of the project. The applicant organization's location and the project location may differ. Enter all codes that apply. **Region codes are no longer valid.**

Section 4
Summary Information

The information provided in Sections 4a and 4b will be reported to the public, in compliance with the Michigan Council for Arts and Cultural Affairs' research and communication plans. The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a
Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

Application Instructions

Section 4b
Project Participation Summary

Michigan Artists Participating
Enter the number of Michigan artists involved in THIS PROJECT as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists
Enter the amount paid to Michigan artists involved in THIS PROJECT as providers of art or artistic or cultural services.

Artists Participating
Enter the total number of artists involved in THIS PROJECT as providers of art, artistic or cultural services (this total number should include Michigan artists.)

Amount Paid to Artists
Enter the total amount to be paid to artists involved in THIS PROJECT as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists.)

Individual Benefitting
Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting
Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires and Employees
Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project.

Section 4c
ADA Information
Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Application Instructions

Section 5
Projected Budget

Complete the budget paying attention to the instructions on the application form as well as the budget definitions.

A detailed itemization must be provided as Attachment #2. See instructions for a Sample Budget Itemization. The Budget Itemization must follow the same format as the Sample Itemization in this booklet (pages 41 - 42) and include all sub-totals and totals.

Revenue
Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Expenses
Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization.

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.

After completing the project budget, Section 5, transfer requested information to Budget summary (section 4a).

Section 6
Assurances
Please review carefully. Provide the signature of the authorized official, or board designee; include the meeting and signing dates.

Section 7. Attachments/Checklist (must be submitted with your application)

Application Instructions

Attachment #1 - Narrative

Narrative must be typed single spaced, on 8½" x 11" sheets of white paper one-sided only. Do not use point type size smaller than 12 point, be sure to leave a minimum margin of ½" on all sides. **Failure to adhere to formatting criteria may result in a loss of points.**

Submit no more than 8 pages and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

Narratives should be written so they can be easily understood by someone not familiar with your organization or geographic location. Please be concise and to the point. Proposal Narratives must respond to the appropriate Partnership Program Category, review criteria, and Council priorities discussed at the April 4, 2003 Partner meeting. Provide a detailed description and implementation plan for the specific project activities for which funding is requested (who, what, when, where, why, and how). The narrative should also identify any major changes from your previous year's activities and focus.

Helpful Hints....

You should consider your budget another opportunity to state your case for funding. Use your budget to support your project narrative. Make sure that the numbers in the budget match the numbers in your narrative.

Attachment #2 - Budget Itemization

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists payments should be identify artists or groups who will be paid by name, and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the listing of the artists' names). The itemization must be accurate and balance with the projected budget in Section 5.

Itemize each component within the partnership program separately. (i.e. administrative services for a regranting program, program services and regranting funds) For each expense show the amount of state share, matching cash, total and in-kind. Follow the sample itemization format. Use the itemization to affirm the narrative and respond to appropriate criteria.

Attachment # 3 - Proof of non-profit status, if applicable

Include your proof of tax exempt status. 501c(3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan non-profit incorporation, articles of incorporation, by-laws, proof of sales tax exemption. **(Agencies of government and public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement).**

Attachment #4 - Letters of Support

Provide a minimum of three and no more than ten letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters from key collaborators to indicate the degree of involvement and their commitment to the project.

Application Instructions

Attachment #5 - Project Director and project staff current resumes or bios.

Attachment #6 - Self Assessment Forms - Pullout
Complete the Project Assessment form located in the back of the guidelines, immediately after the application form. Be sure to complete all the sections thoroughly. **If funded, organizations will be asked to use this document to evaluate the project's overall success/impact as part of the final reporting requirements**. Selected funded projects may also be required to hire an outside evaluator as part of this assessment process.

Attachment #7 - Documentation
Provide a concise, but representative, sample of materials (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.) to acquaint panelists with your organization and its programs. Each item should be labeled and numbered in the top right corner of each page.

Informational Attachments
The Michigan Council for Arts and Cultural Affairs is asking organizations to provide information in the form of an attachment, in order to better judge the current arts and cultural environment in Michigan. The information organizations provide in following attachment **will not impact scores or funding, positively or negatively.**

Attachment #8- Informational Attachment
The Council is interested in the efforts of arts and cultural organizations to: enhance after school programs, strengthen communities and impact economic development. Does your organization have programs in place, or are you planning programs, that address these issues? **Are there any specific suggestions you would like to make for services or resources the Council might support you in these efforts?**

Helpful Hints....

Before mailing, make certain your application package is complete. You will not be notified of application deficiencies. No additional information may be submitted after the June 1st deadline.

Application Instructions

Mailing Instructions

Applications are due by June 1, 2003 for projects beginning on or after October 1 of the same year. **Hand delivered applications must be received in the MCACA offices by 3:00 p.m. on June 1, 2003.**

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted.

Applications will be evaluated by review panels as submitted. Metered mail will not be accepted as proof of meeting deadlines.
Faxed applications are unacceptable.

Applications must be typed or word processed.

The original and three copies (total of four) of the completed Council forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 7 of the application form, "Attachment Checklist - Packaging").

Three copies of documentation should be submitted in separate envelopes labeled with the organizations' name and identified according to the checklist.

All envelopes are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Applications should be sent to the following address:

<div align="right">

Grant Application
ATTN. Partnership Program
Michigan Council for Arts and Cultural Affairs
P.O. Box 30706
Lansing, Michigan 48909-8206

</div>

Application Definitions & Codes

Underserved Community/Areas Definitions

It is the Council's long-term goal to make quality arts and cultural programs and services to all 83 counties in the State of Michigan.

Underserved Community

An underserved community is defined as one in which people lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Underserved areas

"Underserved areas" are identified and defined by the Council as the counties listed below:

Alcona	Cass	Kalkaska	Menominee	Roscommon
Alger	Clare	Keweenaw	Missaukee	Schoolcraft
Allegan	Crawford	Lake	Montcalm	Shiawassee
Antrim	Eaton	Lapeer	Montmorency	Van Buren
Arenac	Gladwin	Livingston	Monroe	Wexford
Baraga	Gratiot	Luce	Oceana	
Barry	Hillsdale	Mackinac	Ogemaw	
Bay	Ionia	Manistee	Osceola	
Benzie	Iosco	Mason	Otsego	
Branch	Iron	Mecosta	Presque Isle	

County Codes

01 Alcona	18 Clare	35 Iosco	52 Marquette	69 Otsego
02 Alger	19 Clinton	36 Iron	53 Mason	70 Ottawa
03 Allegan	20 Crawford	37 Isabella	54 Mecosta	71 Presque Isle
04 Alpena	21 Delta	38 Jackson	55 Menominee	72 Roscommon
05 Antrim	22 Dickinson	39 Kalamazoo	56 Midland	73 Saginaw
06 Arenac	23 Eaton	40 Kalkaska	57 Missaukee	74 Sanilac
07 Baraga	24 Emmet	41 Kent	58 Monroe	75 Schoolcraft
08 Barry	25 Genesee	42 Keweenaw	59 Montcalm	76 Shiawassee
09 Bay	26 Gladwin	43 Lake	60 Montmorency	77 St Clair
10 Benzie	27 Gogebic	44 Lapeer	61 Muskegon	78 St Joseph
11 Berrien	28 Grand Traverse	45 Leelanau	62 Newaygo	79 Tuscola
12 Branch	29 Gratiot	46 Lenawee	63 Oakland	80 Van Buren
13 Calhoun	30 Hillsdale	47 Livingston	64 Oceana	81 Washtenaw
14 Cass	31 Houghton	48 Luce	65 Ogemaw	82 Wayne
15 Charlevoix	32 Huron	49 Mackinac	66 Ontonagon	83 Wexford
16 Cheboygan	33 Ingham	50 Macomb	67 Osceola	99 Statewide (Use for project activity only)
17 Chippewa	34 Ionia	51 Manistee	68 Oscoda	

Application Codes

Status Codes

Describes Legal Status

02 Organization / Nonprofit -No part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.

    A. - **A unincorporated association formed for nonprofit purpose**: a church committee, a group operating under an "assumed name," a new group of community volunteers, etc.

    B. - **A nonprofit or not-for-profit corporation:** some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.

    C. - **A resident tax exempt (501(c)3) organization:** a private school, an arts organization, a private university, a charitable trust, a fund-raising/granting organization, a public foundation, a "United Fund," a community service organization, a church, an alumni association, etc.

    D. - **A tax exempt organization other than (501(c)3) or one which is a Segment of a larger tax-exempt organization:** a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or "local," etc.

03   Organization - Profit income or assets do inure to the benefit of directors, officers, employees, or stockholders.

04   Government - Federal to be used when the mail recipient is a unit of or individual associated with the federal government.

05   Government - State to be used when the mail recipient is a unit of or individual associated with the state government.

06   Government - Regional to be used when the mail recipient is a unit of or individual associated a sub-state regional government.

07   Government - County to be used when the mail recipient is a unit of or individual associated with a county government.

08   Government - Municipal to be used when the mail recipient is a unit of or individual associated with a municipal government.

09   Government - Tribal to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

99   None of the above - To designate an entry which cannot be coded.

Application Codes

Institution Codes
Describes Institution Type

03   Performing group of artists who perform works of art (an orchestra, theater, dance group)

04   Performing Group , College/University - a group of college or university students who perform works of art.

05   Performing Group Community - a group of persons which performs works of art vocationally and which may be, but is not necessarily, directed by professionals.

06   Performing Group for Youth - a group which may, but not necessarily, include children who perform works of art for young audiences.

07   Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.

08   Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.

09   Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, which own or utilizes tangible objects, cares for them and exhibits them to the public in some regular schedule. (e.g., non-arts organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)

10   Gallery/Exhibition Space-an organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.

11   Cinema - a motion picture theater organization which regularly shows films.

12   Independent Press - a noncommercial publisher or printing press which issues small editions of literary and other works.

13   Literary Magazine - a noncommercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.

14   Fair Festival - a seasonal program of arts events.

15   Arts Center - a multipurpose facility for arts programming of various types.

16   Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area. (e.g., county, state, local.)

17   Arts Service Organization - an organization which does not, as its central function, produce or present the arts, but which provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organization.

18   Union/Professional Association - include artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.

19   School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.

Application Codes

20   School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators

21   School, Elementary - also called a grammar school.

22   School, Middle - also called a junior high school.

23   School, Secondary - also called a senior high school.

24   School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.

25   School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.

26   College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.

27   Library

28   Historical Society/Commission - a historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.

29   Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g., county, state, local.)

30   Foundation - an endowed organization which dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.

31   Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as a person.

32   Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs. Elks, Clubs, the Salvation Army, Junior League, etc.

33   Correctional Institution - a prison, penitentiary, reformatory, etc.

34   Health Care Facility - hospital, nursing home, clinic, etc.

35   Religious Organization - church, synagogue, etc.

36   Seniors' Center - a facility or organization offering programs, care or services for people 65 and over.

37   Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)

38   Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.

39   Government /Judicial - judges and courts of law.

40   Government - Legislative (House) - the representative body of government (commonly the House of Representatives) creating statues/laws. Include representatives and related other, such as legislative research personnel.

Application Codes

41   Government - Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Include senators and related others, such as legislative research personnel.

42   Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.

43   Media - Daily Newspaper

44   Media - Weekly Newspaper

45   Media - Radio

46   Media - Television

47   Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.

48   School of the Arts - any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.

49   Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).

50   Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.)

51   Child Care Provider - An organization providing child care.

99   None of the above.

Discipline codes

Describes primary area of work.

01 Dance
(do not include mime; see "Theater", 04, for mime)
- A   ballet
- B   ethnic/jazz include folk-inspired, see "Folk Arts", 12
- C   modern

02 Music
- A   band do not include jazz or popular
- B   chamber include only music for one musician to a part
- C   choral
- D   new include experimental, electronic
- E   ethnic include folk-inspired; see "Folk Arts," 12
- F   jazz
- G   popular include rock
- H   solo/recital
- I   orchestral includes symphonic and chamber orchestra

03 Opera/Music Theater
- A   opera
- B   musical theater

04 Theater
- A   theater-general include classical, contemporary, experimental
- B   mime
- D   puppet
- E   theater for young audiences

05 Visual Arts
- A   experimental include conceptual, new media, new approaches
- B   graphics include printmaking and book arts; do not include graphic design: see "Design Arts,"
- D   painting include watercolor
- E   sculpture

06 Design Arts
- A   architecture
- B   fashion
- C   graphic
- D   industrial
- E   interior
- F   landscape architecture
- G   urban/metropolitan

Application Codes

07 Crafts
- A clay
- B fiber
- C glass
- D leather
- E metal
- F paper
- G plastic
- H wood
- I mixed media

08 Photography include holography

09 Media Arts
- A film
- B audio include radio, sound installations
- C video
- D technology/experimental (include work created using computer or other digital or experimental media as the primary expressive vehicle)

10 Literature
- A fiction
- B nonfiction
- C playwriting
- D poetry

11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/among the performing and/or visual arts), include performance arts.

12 Folk Arts - pertaining to oral, customary, material and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational and/or regional groups. For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D. For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12. Do not include folk-

inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.

12A: Folk/Traditional Dance
12B: Folk/Traditional Music
12C: Folk/Traditional Crafts and Visual Arts
12D: Oral Traditions (include folk/traditional storytelling)

13 Humanities - pertaining but no limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religions, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14 Multidisciplinary - pertaining to grants that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of multi-disciplinary. Do not include interdisciplinary activities or events. See "interdisciplinary." Code 11.

15 Non-arts/Non-humanities .

Note:

If project activities are of a technical assistance or service nature, use the discipline, which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance; a training conference for performing arts presenter trustees should be coded 14. "Multidisciplinary".

Application Codes

Type of Activity Codes

General description of what you plan to do.

01   Acquisition - expenses for additions to a collection.

02   Audience Services - ticket subsidies, busing senior citizens to an event.

04   Creation of Work of Art/Commission.

05   Concert/Performance/Reading-include production/development.

06   Exhibition - include visual arts, film, video, production development.

07   Facility Construction, Maintenance, Renovation. Note: Design is 04.

08   Fair/Festival - periodic/seasonal program of arts events.

09   Identification/documentation - archival, educational purposes.

10   Institution/Organization /Establishment -creation/ development of a new institution/organization.

12   Arts Instruction - include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.

13   Marketing - see budget definitions.

14   Professional support - Administrative.

15   Professional Support - Artistic.

16   Recording/Filming/Taping - including creation in 04, documentation in 09, publication in 17.

17   Publication - books, manuals, newsletters.

18   Repair/restoration/Conservation.

19   Research Planning - Include program, evaluation, strategic planning, and establishing partnerships/ collaborations between agencies.

20   School residency - Artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.

21   Other residency - artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.

22   Seminar/Conference.

23   Equipment Purchase/Lease/Rental.

24   Distribution of Arts - films, books, prints; including broadcasting.

25   Apprenticeship/Internship.

26   Regranting.

27   Translation.

28   Writing About Art - include criticism.

29   Professional Development/Training - activities enhancing career advancement.

30   Student Assessment - the measurement of student progress toward learning objectives. Not to be used for program evaluation.

31   Curriculum Development/Implementation - include the design, implementation and distribution of instructional materials, methods, evaluation, criteria, goals and objectives.

32   Stabilization/Endowment/Challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves or enhance funding leverage or stabilization.

33   Building Public Awareness - activities designed to increase public understanding of the arts or to build public support for the arts.

34   Technical Assistance - with technical/administrative functions.

35   Web Site / Internet Development - include the creation or expansion of existing Web sites (or sections of Web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.

36   Broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks.

99   None of the above.

Application Codes

Grantee RaceCodes

*Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership.*

A	50% or more Asian
B	50% or more Black / African American
H	50% or more Hispanic / Latino
N	50% or more American Indian / Alaska Native
P	50% or more Native Hawaiian / Pacific Islander
W	50% or more White
99	no single group listed above represents 50 percent or more of staff or board or membership.

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Project Race/Ethnicity Codes

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose code "99".

A	Asian
B	Black / African American
H	Hispanic / Latino individuals
N	American Indian / Alaska Native
P	Native Hawaiian / Pacific Islander
W	White
99	No single group

Arts Education Code

Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes.

Projects not fitting the definition of arts education stated above should be coded 99. For those projects fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes are acceptable:

01   50% or more of this projects activities are arts education directed to:
          A. K-12 students
          B. Higher education students
          C. Pre-kindergarten children
          D. Adult learners (including teachers and artists)

02   Less than 50% of this project's activities are arts education directed to:
          A. K-12 students
          B. Higher education students
          C. Pre-kindergarten children
          D. Adult learners (including teachers and artists)

99   None of this project involves arts education

Application Codes

Project Descriptors

Select the project descriptor (s) below that comprise a significant portion (50 percent or more) of the grant's resources activities. Select all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, enter "- 1".

A   Accessibility - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

I   International - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

P   Presenting/Touring - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

T   Technology - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

Y   Youth at Risk - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Budget Definitions

Activity
Refers to the specific project or range of operations proposed for MCACA funding.

Admissions
Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash
Funds from the applicant's resources allocated this project.

Capital Expenditures-Acquisitions
Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other
Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

Corporate Support
Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative
Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic
Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production
Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support
Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support
Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support
Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded
Amount awarded in support of this activity.

In-Kind
In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Budget Definitions

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see "Other Expenses."

Non-employee artistic fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, other fees and services

Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include accountants; strategic planners; board development, fundraising, and other consultants in non-employee/non-artistic capacities.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State/Regional Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Creative Artist Grants, Touring Arts, Rural Arts and Culture Grants, etc.*

Total Cash Expenses

The total of personnel through capital expenditures above.

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses."

Total Cash Revenues

The total of admissions through grant amount award above.

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization.

NOTE: The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/expenses etc.

"Your" Arts Organization Inc.

Revenue:		SUB TOTALS	TOTALS
(p = projected) (c = confirmed)			
Line 1 Admissions			
Ticket sales			
4 performances x 750 x $5 per ticket	$15,000 p	**$15,000**	
Line 2 Contracted services			
7 school workshops - 7 x $150 ea	$1,050 c		
2 school performances - 2 x $350 ea	$700 c		
	$1,750 c	**$1,750**	
Line 3 Other / Memberships			
400 x $15 per membership	$6,000		
80 x $25 per membership	$2,000		
	$8,000 c	**$8,000**	
Line 5 Corporate Support			
The Alexander Corporation	$2,000 p		
15 businesses @ $250	$3,750 p		
4 businesses @ $1,000	$4,000 p		
	$9,750 p	**$9,750**	
Line 7 Other Private Support			
Millionaire Raffle $7,000 p			
Charities of Our Town	$3,000 p		
	$10,000 p	**$10,000**	
Line 16 Council request	$11,000	**$11,000**	
Line 17 Total Cash Revenue	$55,500	**$55,500**	***$55,500**

(*Note:This amount should equal the amount on line 32 of the budget form)

NOTE:

The numbers used in this itemization are presented solely as examples of budget itemization format. These numbers ARE NOT to be used as recommendations by the Council's as proper pay scales / expenses etc.

Sample Itemization

Expenses	State Share +	Partner Cash =	Total Cash		In-Kind
Administrative Employees					
Project Director - 20% of salary	$2,500	$2,500	$5,000		$1,250
			$5,000		**$1,250**
Bold numbers are from line 21 of the budget form					
Artistic Employees					
Grover Dance Company (5 dancers)					
4 performances -4 x $5,550	$22,200		$22,200		
2 performances -2 x $1,300	$2,600		$2,600		
			$24,800		
Bold numbers are from line 22 of the budget form					
Artistic Fees / Services					
Robert Perry (dancer)					
2 three-hour workshops - 5 x $200	$1,000		$1,000		
4s-All String Quartet (4 musicians)					
2 performances - 2 x $800	$1,600		$1,600		
The Mozart Symphony					
4 performances - 2 x $2,500	$10,000		$10,000		
			$12,600		
Bold numbers are from line 24 of the budget form					
Other fees/services (non-employee)					
7 school teachers - 7% of salary					$17,500
7x $2,450					**$17,500**
Bold numbers are from line 24 of the budget form					
Space rental					
Hicks theater					
4 performances - 4 x $1,050	$1,200	$3,000	$4,200		
2 performances - 2 x $800					$1,600
			$4,200		**$1,600**
Bold numbers are from line 26 of the budget form					
Marketing					
Newspaper Ads					
4 x $180		$720	$720		
2 x $780		$1,560	$1,560		
Posters					
50 x $13		$650	$650		
			$2,930		
Bold numbers are from line 28 of the budget form					
Other Expenses					
Ticket Agent		$500	$500		
Dance Dream booklets - 245 x $3	$735		$735		
Teacher guide booklets - 7 x $5	$35	$35	$35		
Royalties	$2,450		$2,450		
Millionaire raffle		$1,000	$1,000		
Corporate fundraising solicitation		$250	$250		
			$4,970		
Bold numbers are from line 29 of the budget form					
Expenses: Total Cash / In-Kind			***$55,500**		**$20,350**

These totals are from lines 32/ 33 of the budget form
***This number should equal the amount reported on line 17 of the budget form**

Test Yourself with these Questions

Take a look at the following questions. If you can answer each question "Yes" you have prepared your application to be reviewed by the peer panel. If any of your answers are "No" you may want to revisit your application.

1. Did you use an inclusive process to develop your project?

2. Does your application narrative clearly respond to the program guidelines and review criteria?

3. Is the proposed project compatible with the mission and goals of your organization?

4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?

5. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?

6. Have the grant program matching requirements been met?

7. Have you clearly explained what you plan to accomplish through your project? Why? How? When?

8. Are the project activities accessible to the general public? Persons with disabilities?

9. Is the facility, in which the project activities will take place, accessible to persons with disabilities?

10. Have you provided a plan to assess and evaluate the impact and success of your project?

11. Do resumes and bios of key personnel reflect relevant experience and expertise?

12. Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?

13. Are all of your letters of support current and relevant to your project?

14. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?

MCACA Statewide Partnerships

Effective arts delivery, on a statewide basis, requires comprehensive expertise, experience , resources, and a highly developed communication network capable of reaching into all segments of Michigan's urban, suburban and rural communities. MCACA accomplishes this through the Partnership Program, a collaboration of diverse forms of arts and cultural information, programming, assistance and services which expand the impact and accessibility of the Council. MCACA partnerships are determined for a three year period by an application and peer review process. Partnerships are confirmed by the Council on an annual basis. FY 2004 is the first year of the funding cycle.

FY 2003 Partnerships

Creative Artists

ArtServe Michigan, in partnership with the Council, administers the Council's Creative Artists Grants Program which supports Michigan creative artists in the development of new work or the completion of works-in-progress through grants of up to $8,000. ArtServe Michigan also provides technical assistance to individual creative artists and nonprofit entities; maintains a slide bank for individual artists; publishes "Artist Update"; operates Artists in Michigan (AIM) in which sponsoring organizations have opportunity to work with ArtServe Michigan's Creative Artist Grant (CAG) recipients and/or other ArtServe Michigan funded artists.

ArtServe Michigan

17515 West Nine Mile Road, Suite 1025

Southfield, Michigan, 48705

248/557-8288

www.artservemichigan.org.

Traditional Arts

The Michigan Traditional Arts Program (MTAP), administered by Michigan State University Museum, promotes public awareness and support for Michigan's traditional artists and traditional arts resources. In part, MTAP provides research and documentation of the work of Michigan's traditional artists; produces publications, exhibitions, and presentations and demonstrations of traditional art, music, and dance; provides technical consulting to individuals and organizations; and coordinates the Michigan Heritage Awards Program, the Great Lakes Folk Festival, the Michigan Traditional Arts Apprenticeship Program, and FOLKPATTERNS, a statewide project that engages youth in exploring their own cultural heritage.

Michigan Traditional Arts Program

Michigan State University Museum

East Lansing, Michigan 48824

517/355-2370

http://museum.cl.msu.edu/s-program/MTAP/

Arts Education

In collaboration with the Michigan Department of Education (MDE), MCACA and other partners will work to develop programs and initiatives to support arts education activities and professional development opportunities for teachers, artists and arts organizations. MDE and MCACA promote arts education, arts integration, teacher certification, and the support and recognition of best practises.

Ana Cardona, Fine Arts Education Consultant

Michigan Department of Education

Curriculum Development Program

P.O. Box 30008

Lansing, MI 48909

(517) 335-0466

cardona@state.mi.us

www.mde.state.mi.us

Design

Design Michigan, a partnership with the Cranbrook Educational Community, encourages the use of good design in the public and private sector. Activities include general design information and technical assistance counseling, educational programming, lectures and workshops in the areas of architecture, urban design, landscape architecture, interior, industrial and graphic design.

Design Michigan/Cranbrook

Educational Community

1221 N. Woodward Ave., P.O. Box 801

Bloomfield Hills, MI 48303-0801

248/645-3554

www.designmichigan.org

MCACA Statewide Partnerships

Research

The Center for Arts and Public Policy, at Wayne State University, conducts research and offers data, information, and publications about Michigan's creative arts and culture industry. In addition, the Center explores public policy issues, in both public and private sectors, affecting the cultural environment. The Center convenes related conferences and workshops and has examined issues such as supplemental funding of the arts, community building through the arts, and the economic impact of non-profit arts organizations.

Dr. Bernard L. Brock
CAPP, 5104 Gullen Hall, Wayne State University,
Detroit, MI 48202
313 577-2952
www.research.wayne.edu/artpolic.html

Touring Arts and Humanities

The Touring Arts and Humanities Program provides grants and workshops to assist Michigan arts and other nonprofit groups in sponsoring performances and exhibitions by juried Michigan artists. Publications available are: "Michigan Touring Arts Directory" and "Guide to Michigan Presenters." The program is administered by The Michigan Humanities Council

Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu

Arts / Cultural Services

The Michigan Association of Community Arts Agencies partnership strengthens local arts organizations through networking on a regional and national basis, serving as an information clearing house, providing management assistance consultancies and financial support for training/professional development of local arts leaders.

Michigan Association of Community Arts
Agencies
107 Miller Ave.
Ann Arbor MI 48104
1-800/203-9633 734/996-2500
www.MACAA.com

Humanities

The Humanities partnership develops and implements a statewide arts/humanities radio project in collaboration with Michigan Public Radio to promote the state's artists and arts and cultural organizations. Michigan Great Outdoors Cultural Tour partnership provides history and cultural interpretive programs throughout the state at local, state, and national parks and historic sites.

Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu

Community Artist Residencies

The Community Artist Residency Program is a technical assistance and grant program to provide creative artists residencies and mentorships for communities, as a resource for community problem solving. Issues such as education, design, human services, economic development, at risk youth programming and others will be explored.

Michigan Association of Community Arts
Agencies
107 Miller Ave.
Ann Arbor MI 48104
1-800/203-9633 734/996-2500
www.MACAA.com

Michigan Youth Arts Festival

The Michigan Youth Arts Festival is an annual festival created to embrace the finest artistic talent in Michigan's high schools. Over 60,000 students across the state become involved in the adjudication processes, resulting in over 900 students participating in the event. Disciplines include dance, drama, instrumental and vocal music, visual arts, creative writing, film and video. Between rehearsals and performances students benefit from master classes and workshops presented by working professionals in the arts.

MI Youth Arts Festival
359 S. Burdick St., Ste 203
Kalamazoo, MI 49007
269/342-1400
www.wmich.edu/cfa/myaf

Regional Regranting Agencies

MCACA's Regional Regranting Program provides Minigrants of up to $4,000 for arts projects responding to local needs. Minigrants are administered for the Council by Regional Regranting Agencies throughout Michigan. Please contact your county's Regional Regranter (see page 41) for information.

1 **City of Detroit**
Cultural Affairs Department
1240 City-County Building
Detroit, MI 48226
James Hart / Tara Danforth Brown
313 224-3470   *313 224-3399 fax*
www.ci.detroit.mi.us/culturalaffair
email - jeh@itsd.ci.detroit.mi.us
County: *Wayne*

2 **Oakland County Office of Arts, Culture & Film**
Executive Office Bldg.
1200 N. Telegraph Rd.
Pontiac, MI 48341-0403
Kristie Everett Zamora
248 858-0415   *248 452-9172 fax*
www.co.oakland.mi.us/arts/
email --zamorak@co.oakland.mi.us
County: *Oakland*

3 **The Art Center**
125 Macomb Place
Mt. Clemens, MI 48043
Gretchen Rose / Jo-Anne Wilkie
586 469-8666, Ext. 109 *586 469-4529 fax*
email – minigrants3@aol.com
Counties: *Macomb, St. Clair*

4 **Non Profit Enterprise at Work**
1100 N. Main St.
Ann Arbor, MI 48104
Daran Smith
734 998-0160   *734 998-0163 fax*
www.new.org
email – dsmith@new.org
Counties:*Livingston,Monroe,Washtenaw*

5 **Greater Flint Arts Council**
816 S. Saginaw
Flint, MI 48502
Cathy Johnson / Greg Fiedler
810 238-6875   *810 238-6879 fax*
www.gfn.org/gfac
email –cathyjohnson2@prodigy.net
Counties: *Genesee, Lapeer*

6 **Arts Council of Greater Lansing**
425 S. Grand Ave.
Lansing, MI 48933
Marcia Ditchie
517 372-4636   *517 484-2564 fax*
www.lansingarts.com
email –
lansingartsmarcia@hotmail.com
Counties: Clinton, Eaton, Ingham, Shiawassee

7 **Northeast Michigan Arts Council**
3233 Grove Rd., P.O. Box 238
Standish, MI 48658
Gail Schmidt
989 846-4577   *989 846-9751 fax*
www.centurytel.net/nemac
email – gschmidt@mea.org
Counties: Arenac, Bay, Midland, Saginaw

8 **Arts Council of Greater Grand Rapids**
161 Ottawa NW, Suite 300
Grand Rapids, MI 49503
Janelle Thompson / Iliana Ordaz-Jeffries
616 459-2787   *616 459-7160 fax*
www.artsggr.org
email – jthompson@iserv.net
Counties: Ionia, Kent, Lake, Mecosta, Montcalm, Newaygo, Osceola

9 **Cheboygan Area Arts Council**
P.O. Box 95
Cheboygan, MI 49721
Joann Leal / Marilyn Florek
231 627-5432   *231 627-2643 fax*
www.theoperahouse.org
email – jpl@nmo.net
Counties: *Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle*

Regional Regranting Agencies

10   Traverse Area Arts Council
c/o 9791 Avondale Lane
Traverse City, MI 49684
Diane Hubert
231 922-9429
www.traversearts.org
email – dhubert@chartermi.net
Counties*: Antrim, Benzie, Grand
Traverse, Kalkaska, Leelanau,
Manistee, Missaukee, Wexford*

11   Eastern Upper Peninsula Planning
524 Ashmun, P.O. Box 520
Sault Ste. Marie, MI 49783
MaryAnn Harrington / Ellen Benoit
906-635-1581   *906 632-4255 fax*
www.eup-planning.org
email – ebenoit@up.net
Counties: *Chippewa, Luce, Mackinac*

12   Central Upper Peninsula Planning
2415 14th Avenue South
Escanaba, MI 49829
Peter Van Steen
906 786-9234   *906 786-4442 fax*
email – cuppad@chartermi.net
Counties: *Alger, Delta, Dickinson,
Marquette, Menominee, Schoolcraft*

13   Copper Country Comm. Arts Cncl.
126 Quincy Street
Hancock, MI 49930
Susan Burack
906 482-2333   *906 482-0177 fax*
email – sburack@up.net
Counties: *Baraga,Gogebic,Houghton,
Iron, Keweenaw, Ontonagon*

14   Holland Area Arts Council
150 East 8th Street
Holland, MI 49423
Helen Zeerip / Jason Kalajainen
616 396-3278   *616 396-6298 fax*
www.hollandarts.org
email – haac@macatawa.org
Counties: *Allegan, Mason,
Muskegon, Oceana, Ottawa*

15   Arts Council of Greater Kalamazoo
Epic Center
359 S. Burdick, Suite 203
Kalamazoo, MI 49007
Anne Mehring / Barb Harkins
269 342-5059   *269 342-6531 fax*
www.kazooart.org
email – anne@kazooart.org
Counties: *Barry, Berrien, Cass, Kala-
mazoo, St. Joseph, Van Buren*

16   United Arts Cncl. of Calhoun Cnty.
P.O. Box 1079
Battle Creek, MI 49016
Kevin Henning / Jessica Russell
269 441-2700   *269 441-2707 fax*
*www.unitedartscouncil.org   email-
kevinhenning@unitedartscouncil.org*
Counties: *Branch, Calhoun, Hillsdale,
Jackson, Lenawee*

17   Huron County Economic Development
250 E. Huron Ave., Room 303
Bad Axe, MI 48413
Carl Osentoski / Laura Weber
989-269-6431   *989 269-8209 fax*
www.huroncounty.com
email - carl@huroncounty.com
Counties: *Huron, Sanilac, Tuscola*

18   Art Reach of Mid Michigan
P.O. Box 166
Mt. Pleasant, MI 48804-0166
Katherine Hunt
989-773-3689
www.artreachcenter.org
email - khunt@edcen.ehhs.cmich.edu
Counties: *Clare,Gladwin, Gratiot,
Isabella*

19   CRAF Center
606 Lake Street, P.O. Box 658
Roscommon, MI 48653
Peggy Diss
989-389-4255
www.crafcenter.com
email – dissp@ejourney.com
Counties: *Alcona, Crawford, Iosco,
Ogemaw, Oscoda, Roscommon*

Regranting County/Region

Regional Regranting /Minigrant Program

The following lists all Michigan counties in alphabetical order. To find your Regional Regranting agency, locate your county on the list. After the name of each county is the number of its Regranting Region.

County	Region	County	Region
Alcona	19	Lapeer	5
Alger	12	Lake	8
Allegan	14	Leelanau	10
Alpena	9	Lenawee	16
Antrim	10	Livingston	4
Arenac	7	Luce	11
Baraga	13	Mackinac	11
Barry	15	Macomb	3
Bay	7	Manistee	10
Benzie	10	Marquette	12
Berrien	15	Mason	14
Branch	16	Mecosta	8
Calhoun	16	Menominee	12
Cass	15	Midland	7
Charlevoix	9	Missaukee	10
Cheboygan	9	Monroe	4
Chippewa	11	Montcalm	8
Clare	18	Montmorency	9
Clinton	6	Muskegon	14
Crawford	19	Newaygo	8
Delta	12	Oakland	2
Dickinson	12	Oceana	14
Eaton	6	Ogemaw	19
Emmet	9	Ontonagon	13
Genesee	5	Osceola	8
Gladwin	18	Oscoda	19
Gogebic	13	Otsego	9
Gr Traverse	10	Ottawa	14
Gratiot	18	Presque Isle	9
Hillsdale	16	Roscommon	19
Houghton	13	Saginaw	7
Huron	17	Sanilac	17
Ingham	6	Schoolcraft	12
Ionia	8	Shiawassee	6
Iosco	19	St Clair	3
Iron	13	St Joseph	15
Isabella	18	Tuscola	17
Jackson	16	Van Buren	15
Kalamazoo	15	Washtenaw	4
Kalkaska	10	Wayne	1
Kent	8	Wexford	10
Keweenaw	13		

MCACA Members & Staff

The State of Michigan Council for Arts and Cultural Affairs is an agency of the Department of History, Arts and Libraries

Dr. William M. Anderson, Director

Council Members

C. Kurt Dewhurst
Chair
East Lansing

Maxine DeBruyn
Vice-Chair
Zeeland

Lillian Bauder
West Bloomfield

Elizabeth W. Brooks
Detroit

James Garavaglia
Ann Arbor

Diether H. Haenicke
Kalamazoo

Bonnie Holland
Marquette

Victoria Jennings Ross
Bloomfield

Alphonse Lucarelli
Grosse Pointe Farms

Judith Ann Rapanos
Midland

Karen Smith
Traverse City

Judi Stillion
Alpena

Jon Stryker
Kalamazoo

Carol Van Andel
Grand Rapids

Helen Wu
Grosse Pointe Park

NATIONAL ENDOWMENT FOR THE ARTS

Council Staff

Betty Boone
Executive Director
517/241-4011
bboone@Michigan.gov

Diane Miller
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